



INFORMATION FOR GUESTS

(guest speakers, guest PhD committee members, guest academic staff)

The following aims to provide useful information for guests working at the University regarding the reimbursement of costs incurred in the performance of their work.

This information is based on the Regolamento Missioni, published on the site:

<https://www.unitn.it/norme-regolamenti/557/contabilita-e-bilancio>

Definition of terms:

- 1) **Place of departure:** this corresponds to the guest's normal place of work and, if cheaper for the University, to the guest's place of residence.
- 2) **Travel dates:** guests may arrive at the place of work no earlier than one day before the day the event begins; guests may depart no later than the day following the conclusion of the event.

If the dates or the itinerary are different from what is specified above, guests must provide documentation that demonstrates that the alternative dates or itinerary cost the University of Trento the same amount or less. In order for the cost to be reimbursed, the comparison must be made and must carry a date that is earlier or the same as the ticket reservation.

3) **Means of transport**

The following means of transport are considered "ordinary":

- train;
- airplane: the use of a class higher than Economy is allowed only for intercontinental flights lasting more than five hours;
- other means of transport that follow a timetable (e.g. coach, ship, etc.);
- own car, **up to max. 700 km** (round-trip), including car sharing;
- bus and coach;
- taxi: only for routes in the town/city where the event takes place, for travel in the town/city of departure and for airport transfers up to a maximum amount of € 30,00 per trip (but use of the airport shuttle is preferred) and for travel at night between 22.00 and 6.00.



The following means of transport are considered “extraordinary”:

- hire cars which must have comprehensive insurance;
- own car for **distances greater than 700 km**.

The use of extraordinary means of transport is subject to **prior authorisation** and to one the following conditions being respected, and expressly declared and motivated:

- a) it is cheaper for the University of Trento;
- b) the place where the event is held is not served by the train or other ordinary means of transport which follow a timetable;
- c) there is a particular work-related reason or a declared need to reach the place where the event is held rapidly or to return to the guest's normal place of work rapidly for institutional reasons;
- d) it is necessary to transport work-related materials or delicate and/or bulky equipment which is essential for the performance of the work.

If the above conditions are not met, a lump sum will be paid, the amount of which will be calculated by the Missions Office and will be equal to the cost of the same journey by train.

In order to be reimbursed for **travel expenses**, guests must present the original travel tickets or, in the case of electronic tickets, a pdf copy.

If there is no price on the ticket, the guests must present a declaration from the Travel Agency issuing the ticket or a receipt of payment.

Guests who fly to the event can claim the **insurance costs** for the **cancellation of a flight** and **priority boarding costs**.

The use of the guest's **own car** must be declared beforehand and specified in the mission authorisation form (please give the car model and number plate).

4) **Meals and accommodation**

Expenditure for meals must be documented (receipt for tax purposes or till receipt) and will be reimbursed up to a maximum daily amount of € 80,00 for missions in Italy and € 105,00 for missions abroad. These limits are divided by two when a mission lasts less than eight hours (including travel time).



Expenditure for accommodation is limited to € 200,00 per night for missions in Italy and to € 250,00 per night for missions abroad.

Expenditure for accommodation, meals and parking at the guest's normal place of work or residence will not be reimbursed.

For the purposes of the reimbursement of mission costs, only original documents may be presented and only for the permitted expenditure.

DISCLAIMER: Please note this is a courtesy translation from the Italian original. This document therefore has no legal value and the Italian text is the only legally valid version.